

U.S. Department of Justice

Washington, DC 20530

**Supplemental Statement****Pursuant to the Foreign Agents Registration Act of 1938, as amended**For Six Month Period Ending Sept. 30, 2012

(Insert date)

**I - REGISTRANT**

1. (a) Name of Registrant

(b) Registration No.

JETRO, Houston

2277

(c) Business Address(es) of Registrant

1221 McKinney Street, Suite 4141

Houston, Texas 77010

2. Has there been a change in the information previously furnished in connection with the following?

(a) If an individual:

(1) Residence address(es) Yes ☐ No ☐(2) Citizenship Yes ☐ No ☐(3) Occupation Yes ☐ No ☐

(b) If an organization:

(1) Name Yes ☐ No ☒(2) Ownership or control Yes ☐ No ☒(3) Branch offices Yes ☐ No ☒

(c) Explain fully all changes, if any, indicated in Items (a) and (b) above.

**IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, AND 5(a).**3. If you have previously filed Exhibit C<sup>1</sup>, state whether any changes therein have occurred during this 6 month reporting period.Yes ☐ No ☒If yes, have you filed an amendment to the Exhibit C? Yes ☐ No ☐

If no, please attach the required amendment.

<sup>1</sup> The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, and by laws of a registrant that is an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause upon written application to the Assistant Attorney General, National Security Division, U.S. Department of Justice, Washington, DC 20530.)

4. (a) Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period?

Yes ☒ No ☐

If yes, furnish the following information:

Name	Position	Date Connection Ended
Takashi Koyari	Executive Director	06/28/2012
Thomas Conry	Director of U.S. -Japan Relations	09/07/2012

(b) Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?

Yes ☐ No ☒

If yes, furnish the following information:

Name	Residence Address	Citizenship	Position	Date Assumed
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5. (a) Has any person named in Item 4(b) rendered services directly in furtherance of the interests of any foreign principal?

Yes ☐ No ☒

If yes, identify each such person and describe the service rendered.

(b) During this six month reporting period, has the registrant hired as employees or in any other capacity, any persons who rendered or will render services to the registrant directly in furtherance of the interests of any foreign principal(s) in other than a clerical or secretarial, or in a related or similar capacity? Yes ☐ No ☒

Name	Residence Address	Citizenship	Position	Date Assumed
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(c) Have any employees or individuals, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period? Yes ☒ No ☐

If yes, furnish the following information:

Name	Position or Connection	Date Terminated
Takashi Koyari	Executive Director	06/28/2012
Thomas Conry	Director of U.S. -Japan Relations	09/07/2012

(d) Have any employees or individuals, who have filed a short form registration statement, terminated their connection with any foreign principal during this 6 month reporting period? Yes ☐ No ☐

If yes, furnish the following information:

Name	Position or Connection	Foreign Principal	Date Terminated
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6. Have short form registration statements been filed by all of the persons named in Items 5(a) and 5(b) of the supplemental statement?

Yes ☐ No ☐

If no, list names of persons who have not filed the required statement.

N/A

**II - FOREIGN PRINCIPAL**

7. Has your connection with any foreign principal ended during this 6 month reporting period? Yes ☐ No ☒  
If yes, furnish the following information:

Foreign Principal

Date of Termination

8. Have you acquired any new foreign principal(s)<sup>2</sup> during this 6 month reporting period? Yes ☐ No ☒  
If yes, furnish the following information:

Name and Address of Foreign Principal(s)

Date Acquired

9. In addition to those named in Items 7 and 8, if any, list foreign principal(s)<sup>2</sup> whom you continued to represent during the 6 month reporting period.

Japan External Trade Organization (JETRO)  
P.O. Box 528, Ark Mori Buildig  
12-32, Akasaka 1-chome, Minato-ku  
Tokyo, 107-6006, Japan

10. (a) Have you filed exhibits for the newly acquired foreign principal(s), if any, listed in Item 8?

Exhibit A<sup>3</sup> Yes ☐ No ☐Exhibit B<sup>4</sup> Yes ☐ No ☐

If no, please attach the required exhibit.

- (b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period? Yes ☐ No ☐

If yes, have you filed an amendment to these exhibits? Yes ☐ No ☐

If no, please attach the required amendment.

<sup>2</sup> The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a) (9)). A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

<sup>3</sup> The Exhibit A, which is filed on Form NSD-3 (Formerly CRM-157) sets forth the information required to be disclosed concerning each foreign principal.

<sup>4</sup> The Exhibit B, which is filed on Form NSD-4 (Formerly CRM-155) sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

### III - ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☒ No ☐

If yes, identify each foreign principal and describe in full detail your activities and services:

Please refer to  
Sept.2012 Attachment 1

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity<sup>5</sup> as defined below? Yes ☒ No ☐

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

Please refer to  
Sept.2012 Attachment 2

13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits your foreign principal(s)? Yes ☐ No ☒

If yes, describe fully.

<sup>5</sup> The term "political activity" means any activity that the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting or changing the domestic or foreign policies of the United States or with reference to political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

## IV - FINANCIAL INFORMATION

## 14. (a) RECEIPTS-MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise? Yes ☒ No ☐

If no, explain why.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.<sup>6</sup>

Date	From Whom	Purpose	Amount
Please refer to Sept.2012Attachment 3			

\$443,112.93

Total

## (b) RECEIPTS - FUNDRAISING CAMPAIGN

During this 6 month reporting period, have you received, as part of a fundraising campaign<sup>7</sup>, any money on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☐ No ☒

If yes, have you filed an Exhibit D to your registration? Yes ☐ No ☐

If yes, indicate the date the Exhibit D was filed. Date \_\_\_\_\_

## (c) RECEIPTS-THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value<sup>9</sup> other than money from any foreign principal named in Items 7, 8, or 9 of this statement, or from any other source, for or in the interests of any such foreign principal?

Yes ☐ No ☒

If yes, furnish the following information:

Foreign Principal	Date Received	Thing of Value	Purpose
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<sup>6, 7</sup> A registrant is required to file an Exhibit D if he collects or receives contributions, loans, moneys, or other things of value for a foreign principal, as part of a fundraising campaign. (See Rule 201(e)).

<sup>8</sup> An Exhibit D, for which no printed form is provided, sets forth an account of money collected or received as a result of a fundraising campaign and transmitted for a foreign principal.

<sup>9</sup> Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

**15. (a) DISBURSEMENTS-MONIES**

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 7, 8, or 9 of this statement? Yes ☒ No ☐

(2) transmitted monies to any such foreign principal? Yes ☐ No ☒

If no, explain in full detail why there were no disbursements made on behalf of any foreign principal.

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

Date	To Whom	Purpose	Amount
		Please refer to Sept.2012Attachment 4	

\$395,049

Total

**(b) DISBURSEMENTS-THINGS OF VALUE**

During this 6 month reporting period, have you disposed of anything of value<sup>10</sup> other than money in furtherance of or in connection with activities on behalf of any foreign principal named in Items 7, 8, or 9 of this statement?

Yes ☐No ☒

If yes, furnish the following information:

Date	Recipient	Foreign Principal	Thing of Value	Purpose
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**(c) DISBURSEMENTS-POLITICAL CONTRIBUTIONS**

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value<sup>11</sup> in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office?

Yes ☐No ☒

If yes, furnish the following information:

Date	Amount or Thing of Value	Political Organization or Candidate	Location of Event
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<sup>10, 11</sup> Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks" and the like.

## V - INFORMATIONAL MATERIALS

16. (a) During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any informational materials?<sup>12</sup>  
 Yes ☒ No ☐

If Yes, go to Item 17.

- (b) If you answered No to Item 16(a), do you disseminate any material in connection with your registration?  
 Yes ☐ No ☐

If Yes, please forward the materials disseminated during the six month period to the Registration Unit for review.

17. Identify each such foreign principal.

Japan External Trade Organization (JETRO), Tokyo, Japan

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating informational materials? Yes ☐ No ☒

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of informational materials include the use of any of the following:

- ☐ Radio or TV broadcasts ☐ Magazine or newspaper ☐ Motion picture films ☒ Letters or telegrams  
☐ Advertising campaigns ☒ Press releases ☒ Pamphlets or other publications ☒ Lectures or speeches  
☐ Other (specify) \_\_\_\_\_

**Electronic Communications**

- ☒ Email

☒ Website URL(s): <http://www.jetro.org>

☐ Social media websites URL(s): \_\_\_\_\_

☐ Other (specify) \_\_\_\_\_

20. During this 6 month reporting period, did you disseminate or cause to be disseminated informational materials among any of the following groups:

- ☒ Public officials ☐ Newspapers ☐ Libraries  
☐ Legislators ☐ Editors ☒ Educational institutions  
☒ Government agencies ☒ Civic groups or associations ☒ Nationality groups  
☐ Other (specify) \_\_\_\_\_

21. What language was used in the informational materials:

☒ English

☐ Other (specify) \_\_\_\_\_

22. Did you file with the Registration Unit, U.S. Department of Justice a copy of each item of such informational materials disseminated or caused to be disseminated during this 6 month reporting period? Yes ☒ No ☐

23. Did you label each item of such informational materials with the statement required by Section 4(b) of the Act?  
 Yes ☒ No ☐

<sup>12</sup> The term informational materials includes any oral, visual, graphic, written, or pictorial information or matter of any kind, including that published by means of advertising, books, periodicals, newspapers, lectures, broadcasts, motion pictures, or any means or instrumentality of interstate or foreign commerce or otherwise. Informational materials disseminated by an agent of a foreign principal as part of an activity in itself exempt from registration, or an activity which by itself would not require registration, need not be filed pursuant to Section 4(b) of the Act.



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**VI - EXECUTION**

In accordance with 28 U.S.C. § 1746, the undersigned swear(s) or affirm(s) under penalty of perjury that he/she has (they have) read the information set forth in this registration statement and the attached exhibits and that he/she is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her (their) knowledge and belief, except that the undersigned make(s) no representation as to truth or accuracy of the information contained in the attached Short Form Registration Statement(s), if any, insofar as such information is not within his/her (their) personal knowledge.

(Date of signature)

(Print or type name under each signature or provide electronic signature<sup>13</sup>)

October 29, 2012

/s/ Makoto Kimura

eSigned

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<sup>13</sup> This statement shall be signed by the individual agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions, if the registrant is an organization, except that the organization can, by power of attorney, authorize one or more individuals to execute this statement on its behalf.

**Attachment 1**

**JETRO-Houston**

**(Registration No. 2277)**

Response to Item 11:

**Japan External Trade Organization (JETRO), Tokyo, Japan:**

The Japan External Trade Organization (JETRO), established by a special law in Japan, is a non-profit, Japanese-government supported organization dedicated to promoting mutually beneficial trade and economic relations between Japan and other countries.

In the United States, JETRO currently maintains offices in New York, San Francisco, Chicago, Los Angeles, Houston, and Atlanta. These offices provide information relating to the Japanese economy and business as well as U.S.-Japan economic and trade relations and engage in various activities to promote a mutual understanding of U.S.-Japan economic and trade relations. The functions of JETRO's U.S. offices are believed to be similar to those of the United States Trade Center or U.S. Commercial Service (of the United States Department of Commerce).

As the Houston-based office of the Japan External Trade Organization (JETRO), JETRO-Houston provides to public officials, corporations, associations, individuals and any other interested parties information and materials relating to various aspects of Japanese economy and business, as well as U.S.-Japan economic and trade relations. JETRO-Houston also monitors the development of U.S. economic and market conditions for JETRO.

**Attachment 2**

JETRO-Houston (Registration No. 2277)

Response to Item 12:

During this six-month period JETRO-Houston representatives engaged in the following activities:

For JETRO-Tokyo, Japan

<u>Date</u>	<u>Activities</u>	<u>Location</u>	<u>Representative</u>
06/26/12	Seminar on Brazil's economics and industry to Japanese business community members in cooperation with JETRO Sao Paulo and Consulate-General of Japan in Houston	Houston, TX	Kimura
07/26/12	Seminar on lawsuits and visa issues to Japanese business community members	Houston, TX	Kimura
08/14/12 -08/17/12	International Co-Host at "15th Transportation and Infrastructure Summit"	Irving, TX	Shimada
08/21/12	Co-host Invest Japan Seminar: How to Success in Japan's Technology Market" together with Greater Dallas Asian American Chamber of Commerce	Dallas, TX	Shimada Sanders
08/22/12	Co-host Invest Japan Seminar: How to Success in Japan's Technology Market" together with Austin Chamber of Commerce	Austin, TX	Shimada Sanders

**Attachment 3**

**JETRO-Houston**

(Registration No. 2277)

Response to Item 14.(a) RECEIPTS-MONIES:

During this six-month period, JETRO-Houston received the following amount of money for general purposes from the following foreign principal:

<u>Month/Year</u>	<u>From Whom</u>	<u>Amount</u>
April, 2012	JETRO Tokyo	\$91,543.39
May, 2012	JETRO Tokyo	\$50,516.68
June, 2012	JETRO Tokyo	\$73,806.53
July, 2012	JETRO Tokyo	\$70,306.85
August, 2012	JETRO Tokyo	\$71,249.98
September, 2012	JETRO Tokyo	\$85,689.50
Total:		<u>\$443,112.93</u>

**Attachment 4****JETRO-Houston  
(Registration No. 2277)****Response to Item 15.(a) DISBURSEMENTS-MONIES:**

During this six-month period, JETRO-Houston disbursed or expended monies in connection with activities and services on behalf of Japan External Trade Organization, Tokyo, Japan as follows:

Month	Item	Purposes	Amount
April, 2012	Salaries		\$26,709
	Office and Administrative Expenses	Office rent	\$675
		Insurance and employee benefits	\$3,910
		Housing Allowance	\$4,224
		Telephone, facsimile, mail, courier and other communications-related expenses	\$1,377
		Equipment leasing and office supplies	\$5,600
		Business travel	\$1,016
	Other miscellaneous expenses		\$4,090
<b>TOTAL</b>			<b>\$47,601</b>

\$43,511

**Attachment 4 - Continued**

Month	Item	Purposes	Amount
May, 2012	Salaries		\$26,864
	Office and Administrative Expenses	Office rent	\$675
		Insurance and employee benefits	\$3,910
		Housing Allowance	\$4,243
		Telephone, facsimile, mail, courier and other communications-related expenses	\$2,053
		Equipment leasing and office supplies	\$1,546
		Business travel	\$29,049
	Outside services (Research&Consulting)	ST-GAS, LLC 4003 Feagan St., Lot 8 Houston, TX 77007 (Consulting Fee)	\$3,000
		Tadashi Motomura 7575 Kirby Dr., #2406 Houston, TX 77030 (Consulting Fee)	\$2,800
		Washington Core 4340 East-West Highway Suite 1110 Bethesda, MD 20814 (Environment and Energy Monitoring 2012 Report)	\$10,000
	Other miscellaneous expenses		\$12,492
<b>TOTAL</b>			<b>\$96,632</b>

**Attachment 4 - Continued**

Month	Item	Purposes	Amount
June, 2012	Salaries		\$21,299
	Office and Administrative Expenses	Office rent	\$675
		Insurance and employee benefits	\$5,714
		Housing Allowance	\$2,194
		Telephone, facsimile, mail, courier and other communications-related expenses	\$1,335
		Equipment leasing and office supplies	\$1,323
		Business travel	\$7,567
	Outside services (Research&Consulting)	ST-GAS, LLC 4003 Feagan St., Lot 8 Houston, TX 77007 (Consulting Fee)	\$3,000
		Tadashi Motomura 7575 Kirby Dr., #2406 Houston, TX 77030 (Consulting Fee)	\$3,238
	Other miscellaneous expenses		\$5,501
<b>TOTAL</b>			<b>\$51,846</b>
July, 2012	Salaries		\$39,043
	Office and Administrative Expenses	Office rent	\$675
		Insurance and employee benefits	\$4,271
		Housing Allowance	\$2,194
		Telephone, facsimile, mail, courier and other communications-related expenses	\$2,691
		Equipment leasing and office supplies	\$5,419
		Business travel	\$7,339
	Outside services (Research&Consulting)	ST-GAS, LLC 4003 Feagan St., Lot 8 Houston, TX 77007 (Consulting Fee)	\$3,000
		Tadashi Motomura 3703 Tartan Houston, TX 77025 (Consulting Fee)	\$2,975
	Other miscellaneous expenses		\$9,906
<b>TOTAL</b>			<b>\$77,512</b>

**Attachment 4 - Continued**

Month	Item	Purposes	Amount
August, 2012	Salaries		\$21,382
	Office and Administrative Expenses	Office rent	\$490
		Insurance and employee benefits	\$4,075
		Housing Allowance	\$2,194
		Telephone, facsimile, mail, courier and other communications-related expenses	\$1,624
		Equipment leasing and office supplies	\$983
		Business travel	\$5,679
	Outside services (Research&Consulting)	ST-GAS, LLC 4003 Feagan St., Lot 8 Houston, TX 77007 (Consulting Fee)	\$3,000
		Tadashi Motomura 3703 Tartan Houston, TX 77025 (Consulting Fee)	\$2,975
	Other miscellaneous expenses		\$13,490
<b>TOTAL</b>			<b>\$55,891</b>



**Attachment 4 - Continued**

Month	Item	Purposes	Amount
September, 2012	Salaries		\$16,634
	Office and Administrative Expenses	Office rent	\$490
		Insurance and employee benefits	\$3,262
		Housing Allowance	\$2,194
		Telephone, facsimile, mail, courier and other communications-related expenses	\$1,665
		Equipment leasing and office supplies	\$2,006
		Business travel	\$24,973
	Outside services (Research&Consulting)	ST-GAS, LLC 4003 Feagan St., Lot 8 Houston, TX 77007 (Consulting Fee)	\$3,000
		Kumiko Kataoka 4030 Jade Cove Ln. Sugar Land, TX 77479 (Remote Interview Report with Dr. Mahajan of UT Austin)	\$200
		Tadashi Motomura 3703 Tartan Houston, TX 77025 (Consulting Fee)	\$4,795
	Other miscellaneous expenses		\$6,349
<b>TOTAL</b>			<b>\$65,568</b>
<b>GRAND TOTAL</b>			<b>\$395,049</b>